

Exhibit "K"

**SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS
WITH MULTIPLE FUNCTIONS**

Name of Faculty Member: **JANET ALEXIS A. DE LOS SANTOS**

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x %) (3)	Equivalent Numerical Rating (2x3)
Instruction			
Head/ Dean (100%)		4.67 x 100% = 4.67	
Total for Instruction	70%	4.67	3.27
Research	20%	5.0	1.0
Extension	10%	4.7	.47
TOTAL			4.74

EQUIVALENT NUMERICAL RATING: 4.74

Add: Additional points, if any:

TOTAL NUMERICAL RATING: 4.74

ADJECTIVAL RATING: **VERY SATISFACTORY**

Prepared by:

JANET ALEXIS A. DE LOS SANTOS

Faculty

Reviewed by:

JESUSA M. MAGNO

College Dean

Recommending Approval:

JESUSA M. MAGNO

College Dean

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Exhibit "K"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, JANET ALEXIS A. DE LOS SANTOS, a faculty member of the DEPARTMENT OF NURSING commit to the deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period JANUARY - JUNE 2020.

JANET ALEXIS A. DE LOS SANTOS

ASSOCIATE PROFESSOR

Date:

Approved:

JESUSA M. MAGNO

Department Head

Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
UMFO 2. HIGHER EDUCATION SERVICES										
OVPI UMFO 3. Higher Education Management Services										
	PI 5: Total FTE, coordinated, implemented and monitored *	A9. Actual Faculty's FTE	Handles subjects/courses assigned : NuCM 108 Health Care Ethics	1	4.25	4.8	4.8	4.8	4.8	number of units to be handled should not go beyond 12 per memo Scholarship
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	1	2	4.7	4.7	4.6	4.66	
		A13. Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	4	4.7	4.7	4.6	4.66	

		A14 . Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	6	10	4.7	4.7	4.6	4.66	
		A18 . Number of students entertained for consultation purposes	Entertains students consulting on subject taught	10 hours	15	4.7	4.7	4.6	4.66	online consultation via social media
	PI 10: Number of instructional materials developed *	A 21 : Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	1	4.7	4.7	4.6	4.66	NuCM 112 : MS 1
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	4	5	4.7	4.7	4.6	4.66	the coursewares are prepared and posted in Google Classroom
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	4	6	4.7	4.6	4.6	4.63	
		<i>Assessment tools</i>	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	4	8	4.7	4.6	4.6	4.63	
		A 23 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor	1	1	4.7	4.7	4.6	4.66	NuCM coursewares forwarded to the Department Instruction Committee and evaluated for similarity index
		A 24 : Number of virtual classroom created and operational	Creates virtual classroom using either Moodle or Google Classroom	1	2	4.7	4.7	4.6	4.66	Google classroom and Moodle for NuCm 112

UMFO 3 . RESEARCH SERVICES										
	PI 1. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	A27. Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries	3	6	5.0	5.0	5.0	5.0	1 publication on year 2018 (Examining stress perceptions and coping strategies among Saudi nursing students: A systematic review; Nurse Education Today); 3 publications on year 2019 (1. Knowledge, Attitude, and Practice on Blood Donation among University Students: a Systematic Review of Literature; <i>Malaysian Journal of Medical Research</i> ; 2. Geriatric Depression and Coping Strategies of Penalized Older Adults: <i>Malaysian</i>

	PI 2. Number of research outputs completed within the year *	A 28. Number of research outputs completed within the year *	Conducts and completes research project within the year							2 researches published in an internationally refereed and reputable journal (1. Predictors of nurses' turnover intention at one and five years' time; <i>International Nursing review</i> ; 2. <i>Transition shock and newly graduated nurses' job outcomes and select patient outcomes: A cross-sectional study</i> ; Journal of Nursing Management) ; 1 proposal forwarded to EVHRDC (EDUCATION AND BEHAVIORAL INTERVENTION IN
	PI 3. Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	A 29. Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication	2	1	5.0	5.0	5.0	5.0	Prepared 5 manuscripts, with 2 papers accepted and published in an internationally refereed and reputable journal *see above (Jan-June2020)
		<i>In refereed int'l journals</i>								

		<i>In refereed nat'l/regional journals</i>							
	PI 5. Percent of research proposals approved *	A 31. Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation	1	100%				1 submitted to EVHRDC and 1 submitted to OVPRE-Research Office (on-process)
	PI 6. Additional outputs*	A 32. No. of research-related awards (research conducted by faculty or student w/ faculty)							
		A 33. Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper						Served as peer reviewer in Health Education Journal and VSU's Annals of Tropical Research
		A 35. Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal	2	2	5.0	5.0	5.0	5.0 Conducted 2 research surveys related to fear of COVID-19 : Nurses & Student Nurses with team of researchers from various institutions (local and international)
UMFO 4. EXTENSION SERVICES									
	PI 5. Number of technical/expert services	A 40. Number of technical/expert services as/in:	Provides the technical and expert services requested bbeneficiaries	1	2	4.7	4.7	4.7	4.7

	Peer reviewers/Panelists	Peer reviewers/Panelists								Served as peer reviewer in Health Education Journal and VSU's Annals of Tropical Research
Total Over-all Rating						4.80	4.79	4.75	4.78	4.78

Average Rating (Total Over-all rating divided by 4)		
Additional Points:		
Approved Additional points (with copy of approval)	XX	
FINAL RATING		4.78
ADJECTIVAL RATING		Very Satisfactory

Comments & Recommendations for Development Purpose:

- To engage in extension Services once allowed
- Excellent in the area of research
- Keep it up!

Evaluated & Rated by:

JESUSA M. MAGNO

Department Head

Date:

Recommending Approval

JESUSA M. MAGNO

Dean, College of Nursing

Date:

Approved by:

BEATRIZ S. BELONIAS

Vice President for Instruction

Date:

Exhibit "G"

PERFORMANCE MONITORING AND COACHING JOURNAL

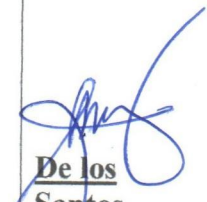
Mar. 2020	1 st	Q u a r t e r
June 2020	2 nd	
	3 rd	
	4 th	

Name of Office: **COLLEGE OF NURSING**

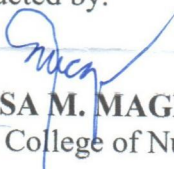
Head of Office: **Jesusa M. Magno**

Name of Personnel: **DE LOS SANTOS, JANET ALEXIS A.**

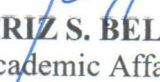
Activity Monitoring	Mechanism				Remarks	Conforme
	Meeting		Memo	Others (Pls specify)		
	One-on One	Group				
Counselling done during in-person faculty meetings and continuous monitoring through virtual conference.		Discussed on the following: 1. Adopt and be a program leader of a community extension program and establish collaboration with appropriate agencies.			The faculty agreed to conduct / perform/ abide on the concerns discussed. Attended to student concerns with prior consultation from the head. Good performance in the conduct of classes.	
		2. Work on catch-up plans and assignments given to students to finish the remaining topics after the midterm period.			Worked on the catch-up plans and finished the remaining topics due for the Second Semester, SY 2019-2020	
		3. Join webinars conducted by VSU, EVHEI, ADPCN, PNA related to instruction and			Joined in all webinars conducted by VSU, EVHEI, ADPCN, PNA and its specialty organization on	

		<p>other academic activities in preparation for the new normal.</p> <p>4. Start making modules using the VSU-BOR approved template.</p> <p>5. Advised to submit the weekly accomplishment in compliance with the work from home scheme.</p>			<p>topics related to instruction and other academic activities in preparation for the new normal.</p> <p>Started making modules and coursewares for online instruction.</p> <p>Complied with the requirements while observing the work from home scheme.</p> <p>Performed well toward the achievement of targets from January to June 2020.</p>	<p> <u>De los Santos, Janet Alexis A.</u> Faculty</p>
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Conducted by:


JESUSA M. MAGNO
Dean, College of Nursing

Noted by:


BEATRIZ S. BELONIAS
VP, Academic Affairs

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: DE LOS SANTOS, JANET ALEXIS A.
Performance Rating: 4.74

The Performance Rating showed that the concerned faculty obtained a Very Satisfactory Performance in the areas of Instruction, Research and Extension based from IPCR results.

The abovementioned faculty has commendable performance as the college had accomplished the targets set for CY 2020. Designed activities and other learning instructions to implement the new normal.

Aim:

To serve as consultant in research of some faculty members.

Engage in Community extension programs and projects once COVID-19 pandemic is over.

Attendance to conferences/seminars/training/workshop and related undertakings in nursing.

Date: January 2020

Target Date: Dec. 2020

First Step:

Include in the discussion during faculty meeting

Recommendations:

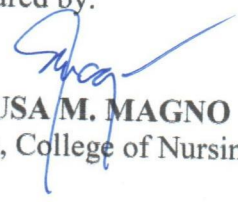
The above faculty agreed to serve as consultant of some faculty conducting research.

Revisit the CON Extension Programs.

Visit websites of various related organizations for schedule of updates.

Confirm attendance once letter of invitation is received.

Prepared by:


JESUSA M. MAGNO
Dean, College of Nursing

Conforme:


DE LOS SANTOS, JANET ALEXIS A.
Faculty